

**COUNTY OF LOS ANGELES – DEPARTMENT OF MENTAL HEALTH
ADULT SYSTEM OF CARE ADMINISTRATION**



PROMOTIONAL/TRANSFER OPPORTUNITY



STAFF ASSISTANT I

Adult System of Care Administration is seeking a skilled, motivated, and experienced individual to fill the position of Staff Assistant I (SAI). Candidates who currently hold the payroll title of SAI are encouraged to apply.

EXAMPLE OF DUTIES:

- Provide daily management and support directly to the Program Head and administrative team (i.e., assignment tracking, calendaring, and information sharing).
- Reviews, processes, tracks, and reconciles volunteer stipends.
- Initiates, tracks, and maintains various records (i.e., supplies, data, & personnel).
- Initiates paperwork (i.e., SR, CEU, OTR) for departmental trainings and travel.
- Assists with meeting/training logistics (i.e., equipment, venues, certificates, etc.).
- Initiates/proofreads/edits/formats various documents and ensure all relevant information is included (i.e., PE, RFP, SEI).
- Special assignments, as needed.

DESIRABLE QUALIFICATIONS:

- Strong administrative, analytical, and organizational skills.
- Ability to multi-task, prioritize multiple assignments, and meet deadlines.
- Strong verbal and written communication skills.
- Experience in creating forms, graphs, and templates.
- Ability to effectively edit and draft documents.
- Experience supporting staff with IBHIS.
- Ability to effectively represent the Department and skillfully communicate with others in the public and private sectors.
- Highly-skilled in working with MS Office, i.e., Word, Excel, PowerPoint, Publisher, and Outlook.

Interested employees who currently hold the payroll title of Staff Assistant I may submit their resume, letter of interest, last two (2) performance evaluations, and master time card for the past two (2) years by **Monday, December 1** to:

Rosalina Hendricks
RHendricks@dmh.lacounty.gov
550 S. Vermont Blvd., 3rd Floor
Los Angeles, CA 90020